



# Exhibitor Guide to Getting Started with Easy Dog Entries

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## 1 Introduction

Easy Dog Entries provides an online entry service for dog shows across Australia. Using our service, tens of thousands of exhibitors have entered thousands of shows online, with the whole process streamlined by our software.

In this document, you will learn how our system works for exhibitors to enter shows online.

## 2 Getting Set Up

The first thing you need to do is establish an account. Click on register, then click on register as an exhibitor. Use your Dogs Victoria membership number as your username and then add a password that you will easily remember, this will be needed each time you log in. When establishing your account make sure the details of ownership are the same as appear on the dog's registration papers.

When you log in for the first time you will notice your name and membership number up in the right hand corner of the screen. There is a little downward pointing arrow next to this that is the menu to use to see your account details, add dogs, see the dogs currently in your account, or see any entries you may have coming up soon for shows already entered.

Once the account is established you add your dogs to the account and you are then ready to enter shows.

To do this simply click on enter shows, scroll down the list to the show you are interested in, and click enter now. Your dogs will be displayed on the left along with a list of eligible classes for you to choose from. When you have entered all the dogs in that show you can proceed to the checkout or if there are other linked shows on the same weekend they will appear in the right hand corner of your screen, click on them and they can be entered at the same time. When all the entries are done proceed to the checkout, check the boxes regarding vaccinations and agreeing to the rules of the state controlling body, then enter your CC details and complete the payment.

For security reasons Easy Dog Entries do not store CC details so these need to be added each time.

Once your dogs have been added it only takes a few seconds to enter a show – it really is quite easy, but if at any time if you need assistance contact us by clicking on the blue help button which is visible on the bottom right hand side at all times and one of our friendly staff will help. Before contacting us though have a look at the helpdesk located on the centre of the main page, which contains frequently asked questions. The answer to your problem may well be there.

### 3 Contact Information

If you need further help at any time while using our service, we provide the ability to contact us 7 days per week through our dedicated support system. We also have multiple phone numbers if you need to speak with us directly.

You can access this by visiting this page: <https://www.easydogentries.com/about/contact>

You can also email us directly at: [support@easydogentries.com](mailto:support@easydogentries.com)